



THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gangnath Marg, Munirka, New Delhi- 110067

Walk in Interview

The National Institute of Health and Family Welfare (NIHFW) is an Autonomous / Apex Technical Institute funded by the Ministry of Health and Family Welfare for promoting Health and Family Welfare Programmes in the country through Education & Training, Research & Evaluation, specialized services, consultancy and advisory service. This Institute has been awarded project entitled "Public Health Systems Capacity Building in India (PHSCBI)" by Centres for Disease Control and Prevention, Atlanta, USA Centre for Health Informatics (CHI),. The following posts need to be filled up:-

Sl. No.	Name of the post	No. of Post/s	Salary Range in Rs. Per month	Date and time for Registration & Walk in Interview
1.	Advisor (Public Health Management)	1	1,00,000/- - 1,20,000/-	14/1/2020 at 11.00 a.m. Registration time : 9.30 a.m. to 10.30 a.m.
2.	Training Coordinator	3	90,000/-	14/1/2020 at 11.30 a.m. Registration time : 9.30 a.m. to 10.30 a.m.
3.	Research Officer	1	65,000/-	14/1/2020 at 12.30 p.m. Registration time : 9.30 a.m. to 10.30 a.m.

The details are given below: -

1. Name of the Post: **Advisor (Public Health Management)**
No. of the Post: 1 (One)
Salary: Rs.1,00,000/- – 1,20,000/- p.m.

Qualifications: Essential:

MBBS and Post Graduate Degree in MD (Preventive and Social Medicine /Community Medicine / Community Health Administration / Masters or Diploma in Public Health)

Experience:

At least 20 years of experience of working including the Field of Public Health, Epidemiology and having a broad understanding of the disease surveillance and Public health management

Job Responsibilities:

- To assisting the Sr. Advisor in the day to day activities of the project.
- Coordination with other agencies and states.

- To develop network with medical colleges, SIHFWs and other training institution so that the existing network of collaborating Training institutions is expandable and the whole country may be covered by the trainings.
- Collaboration with National Health Programme Managers/state Health Programme Managers to implement the Project in Pilot States/UTs.

2. Name of the Post: **Training Coordinator**

No. of the Post: 3 (Three)

Salary: Rs. 90,000/- p.m.

Qualifications: Essential:

MBBS with Post Graduate Degree in PSM / Community Health Administration (CHA) / Community Medicine

Or

MBBS with Two Year Post Graduate Diploma in Public Health

Experience:

Minimum 5 Years' experience after PG Degree or 8 Years' experience after two years Post Graduate Diploma in Public Health.

Desirable:

Basic Knowledge of Computers (E.g. MS. Word, Excel and PowerPoint)

Job Responsibilities:

- To work under the supervision of Advisor/ Sr. Advisor (PH), and will be responsible for:
- Conducting Desk review of the available training material.
- Designing of Curriculum and finalization of training material for the training program assigned.
- Training need assessment of states assigned.
- Pilot testing of the training material developed and finalization accordingly.
- Conducting Training of Trainers and rolling out the course to the collaborating institutes.
- Monitoring and evaluation of quality of training.
- Will also be responsible for any other technical work assigned from time to time.

3. Name of the Post: **Research Officer**

No. of the Post: 1 (One)

Salary: Rs. 65,000/- p.m.

Qualifications: Essential:

Post Graduate Degree/Diploma in Public Health/ Bio-Statistics

Experience:

Minimum 2 Years' experience after Post Graduate Degree or 4 Years' experience after Post Graduate Diploma in Public Health / Bio-statistics.

Desirable:

Basic Knowledge of Computers (E.g. MS. Word, Excel and PowerPoint)

Job Responsibilities:

- To work under the direct supervision of Advisor / Sr. Advisor (PH) and under the guidance of Training Coordinator, will be responsible for Assisting the training coordinator in day to day activities of the Project.
- Conducting Desk review of the available training material.

- Designing of Curriculum and finalization of training material for the training program assigned.
- Training need assessment of states assigned.
- Pilot testing of the training material developed and finalization accordingly.
- Conducting Training of Trainers and rolling out the course to the collaborating institutes
- Develop and implement monitoring and evaluation plan of training program.
- Any other technical work assigned from time to time.

NOTE:

The need is immediate and candidates who can join at short notice may only apply.

Duration: Appointment will be initially for a period upto 31/3/2020. The contract may be renewed further based on requirement and performance during the period.

Place of Duty: NIHFW, Munirka, New Delhi.

General Instructions:

1. Registration will be done on the basis of token system for these posts. Tokens will not be served after the closing of Registration time (as indicated in the column 7 of this advertisement).
2. Interested and eligible candidates for positions of **Sl.No.1, 2 & 3** may appear for **Walk in Interview** which will be held on the above mentioned date and time and to report in the 1st Floor Computer Centre, Academic Block, NIHFW, New Delhi along with detailed CV as per performa enclosed and self-attested copies of age proof, photo ID proof, qualifications and experience certificates and **original certificates** for verification.
3. Candidates will have to make their own arrangement for appearing in interview and no TA / DA will be paid to them.
4. The NIHFW reserves the right to either fill up the post, or not, without assigning any reason.
5. The candidates reporting after registration time will not be entertained. The application and self-attested copies of certificates submitted at the time of registration will not be returned to candidates.
6. Candidates must ensure that he/she fulfills the requisite essential qualifications, experience and age etc. on the date of Interview.
7. Without original certificates, the candidates will not be considered for registration.
8. In case a candidate applies for more than one post, separate application forms to be submitted for each post.
9. Canvassing of any form will render candidate as disqualified.

DIRECTOR

निःसंतानता संबंधी निःशुल्क परामर्श के लिए संस्थान के क्लिनिक में प्रथम पंजीकरण हेतु संपर्क करें।
(कार्यदिवस : सोमवार और बृहस्पतिवार सुबह 9. 00 से 12. 00 बजे)

9. Details of employment:

Post held	Name of Deptt. / Organization	Salary drawing / drawn	From	To	Nature of duties performed

10. Any other relevant information: _____

11. Please link the self-attested copies of certificates in support of your educational qualification, experience, Date of Birth, Caste etc.

12. List of enclosures

(i) _____ (ii) _____ (iii) _____

(iv) _____ (v) _____ (vi) _____

Date: _____

Signature of the applicant
Name: _____